

California Energy Commission



Classification: Staff Information Systems Analyst (Spec)

Tenure: Permanent

Time Base: Full Time

Location: Sacramento

Salary: \$5,065 - \$6,466

Final Filing Date: Until Filled

Duties/Responsibilities:

Under the general guidance of the Manager of the Project Management Office (PMO), the incumbent serves as a lead project manager and application specialist performing the full scope of complex and difficult analytical tasks to support the development of Commission business application and modeling projects. The incumbent will expertly apply and provide project management methodologies consistent with Project Management Institute Body of Knowledge and the California Technology Agency IT policies, standards, instructions and guidelines, and the Commission's project policies, procedures, and templates; assist Commission staff with the Feasibility Study Report process, all phases of project management and system development lifecycle methodologies.

Desirable Experience/Qualifications:

- ☐ Experience managing multiple information technology projects
- ☐ Experience with Microsoft Project Plan
- ☐ Excellent communication skills
- ☐ Strong interpersonal and customer relations skills
- ☐ Ability to take initiative, multitask and handle changing priorities
- ☐ Ability to work independently and in a team environment with all levels of staff throughout the department

Who May Apply: You must indicate **RPA #210-547** and **basis of eligibility** on application. Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Applications will be screened for experience and only the most qualified will be contacted for an interview. If you would like confirmation that your application was received, please send certified mail/return receipt.

APPOINTMENT IS SUBJECT TO THE PROVISIONS OF THE SROA PROCESS: SROA/SURPLUS/ REEMPLOYMENT CANDIDATES ARE ENCOURAGED TO APPLY; SURPLUS EMPLOYEES MUST ATTACH A COPY OF THEIR SURPLUS STATUS LETTER.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Debbie Powers/ RPA 210-547
1516 9th Street, MS-3
Sacramento, CA 95814
(916) 654-4305

Debbie.powers@energy.ca.gov

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922